

## **MISSISSIPPI WIRELESS COMMUNICATION COMMISSION**

### **March 6, 2008 Meeting Minutes**

Place: MDOT 10<sup>th</sup> floor conference room

#### **Commission Members Present:**

MS Department of Corrections	Chris Epps
MS Department of Information Technology Services	David Litchliter
MS Department of Transportation	Willie Huff
MS Dept of Public Safety	James Younger
MS Department of Environmental Quality	Keith Harkins
MS Department of Homeland Security	Jay Ledbetter
MS Supervisors Association	Joel Yelverton
MS Department of Health	Mike Scales
MS Highway Patrol	Michael Berthay
MS National Guard	Gary Ladd
MS Emergency Management Agency	Mike Womack
MS Police Chiefs' Association	Tommy Moffett
MS Fire Chiefs' Association	Tom Lariviere
MS Municipal League	Quincy Mukaro
MS Sheriffs' Association	James Newman
Safe City Initiative	Mark McCreery

#### **Advisory Members Present:**

Representative Tyrone Ellis

Chairman Chris Epps called the meeting to order at 1:33 p.m. He asked for a motion to approve the minutes from the last meeting. Willie Huff made the motion, and it was seconded by Tom Lariviere. The motion passed with none opposed.

Chairman Epps asked David Litchliter if any new Advisory Board members were present. Mr. Litchliter indicated that no new Advisory Board members were present. Commissioner Epps informed the WCC of the new members of the Advisory Board and indicated that they were currently in session, but would be attending future meetings.

Chairman Epps opened the floor to accept nominations for the position of Vice Chairman. Chairman Epps recognized Mr. Huff, who nominated Joel Yelverton. Chairman Epps then recognized Jay Ledbetter, who nominated Mike Womack.

Chairman Epps explained that ballots would be passed out after all nominations had been received and members will be allowed to vote. Chairman Epps called upon Karen Newman to tally the ballots. After Chairman Epps called for additional nominations, Mr. Huff made a motion to close the floor for nominations, and it was seconded by Gary Ladd. The motion passed with none opposed. Chairman Epps moved to the next agenda item after explaining that the election results would be announced after the votes were tallied.

Joel Yelverton reported for the Procurement Review Committee. No requests were received this month so the Committee devoted time to review and edit the current procurement guidelines. These interim guidelines were initially adopted for use until statewide contracts were executed. Joel called upon Martha Pemberton to highlight the recommended changes.

Mrs. Pemberton explained that the MSWIN agreement allows for purchase of the following components: (1) subscriber and console units for public entities not joining MSWIN; This equipment will be procured from the statewide contract following the same rules in place for ITS 2-Way Radio EPL purchases; and (2) all items in the MSWIN contract for public entities joining the MSWIN system; the public entities will work in conjunction with the Governance Committee.

Mrs. Pemberton stated that use of the Master Cellular Agreement will not require additional oversight and reminded the Commission that state law requires state agencies and IHLs to procure cellular products and services from this Agreement.

Mrs. Pemberton explained that purchases outside the MSWIN and Master Cellular Agreements maintained the same approval levels that have always been in place with the exception of cellular products and services. For purchases of cellular products and services outside the Master Cellular Agreement, the following rules were drafted: (1) purchases greater than \$75,000 per fiscal year will require Committee approval, and (2) purchases greater than \$150,000 per fiscal year will require Committee review and Commission approval.

Mr. Huff asked Mr. Yelverton to explain the administrative procedures act concerning these rules. Mr. Yelverton explained that upon Commission approval, ITS will file these changes with the Secretary of State and public comment will be allowed for 30 days. Mr. Yelverton made a motion that the Purchasing Guidelines and Procedures for Wireless Products and Services be approved, and the motion was seconded by Mr. Ladd. The motion passed with none opposed.

Chairman Epps called on Mr. Ladd to provide the report for the Governance Committee. Mr. Ladd stated that the Committee had attended three meetings with locals from around the state, not for the purpose of adopting policy, but to get their input on how best to structure MSWIN governance. Additional meetings will be attended, and then the Committee will draft a document recommending MSWIN governance guidelines. The Committee does not yet have a specific date when this draft document will be provided to the Commission.

Mr. Huff reported for the Interoperability Committee. The Interoperability Committee has been meeting with Governance Committee. The FCC has mandated that the state form a regional planning committee for planning the use of 700 MHz frequencies allocated to locals. That committee was formed over a year ago, and the committee elected a chairman who has been unable to fulfill that position. As a result, the committee has not been functioning. Mr. Huff emphasized that this is vitally important to

the State as MSWIN is rolled-out to the locals. Donald Loper assumed the chairman position of that committee several months ago to keep it going. Mr. Huff requested direction from the Commission and Department of Public Safety (DPS) on taking the lead in this planning process and providing assistance to the regional planning committee as needed. Mike Berthay indicated that it was the intent of DPS to commit resources to this endeavor. Mr. Huff commended Mr. Loper on his contributions to this process and in his role as technical advisor to the MSWIN project.

A Homeland Security Conference is scheduled next week and will be attended by Mr. Huff and other Commission members. In response to the concerns of Representative Ellis about adequate communication to the locals, Jay Ledbetter has arranged for break-out sessions at that conference to allow attendees to get the information they need on MSWIN.

Chairman Epps informed the Commission that the Vice Chairman election resulted in a tie with 8 votes for Mr. Yelverton and 8 votes for Mr. Womack. Chairman Epps will put the election for Vice Chairman on the agenda for next month, and another vote will be taken.

Bill Buffington gave an update on the project. Mr. Buffington has been working with Representative Ellis on a newsletter, and a draft was provided to Commission members. The draft newsletter contained a quote from the Governor on the need for MSWIN, a map of tower sites, and a quote from the Department of Marine Resources on the benefits they are already experiencing from the MSWIN system in south Mississippi.

Site acquisition for the MSWIN system is well underway for Phase II, and only 2 sites remain to be acquired for Phase I. Acquisition of Phase III sites has also begun.

Mr. Buffington shared an email with the Commission that he received on behalf of the Jackson Enforcement Team, created by Governor Barbour to help address violent crime and career criminals in the Capitol City. The email expressed appreciation to the WCC for the deployment of hand-held radios to agents of the Team and explained how the devices enabled them to continue a high speed pursuit of a stolen vehicle across multiple counties, resulting in an arrest. Without the ability to coordinate pursuit of the vehicle between MBN, Jackson Police Department, Hinds Sheriff's Office, and Warren Sheriff's Office, the suspect would likely have avoided apprehension.

Mr. Huff informed the Commission that staged testing on Phase I of the MSWIN project was taking place in Schaumburg the week of March 24th and he had reserved a plane for Legislators and Commission members who want to attend. The testing will encompass 17 sites that will be functioning in one place. Mr. Huff indicated the plane would leave around 8 a.m. and the group would observe the testing, tour the plant, and return around 6 p.m. Upon completion of the testing, the equipment will be shipped to Phase I sites in south Mississippi.

David Litchliter provided the members with a handout of the monthly expenses, and stated that a more detailed breakdown could be provided if needed. The majority of the payments for February consisted of a milestone payment to Motorola for \$182,000. Tommy Moffett made a motion to approve these expenses, and it was seconded and passed with none opposed.

Mr. Litchliter stated that ITS is working with WCC staff to oversee the administration of the MSWIN contract. ITS met with Motorola and plans to meet with the Auditor's office in the future to determine how to manage the tremendous inventory of MSWIN fixed assets as ownership moves from Motorola to the State.

The determination of the status of the WCC as a separate agency will require direction from the Legislative Advisory Board. Chairman Epps requested that Mr. Litchliter schedule a meeting with the Advisory Board to determine whether or not the WCC should become a separate agency.

LBO instructed ITS to include the WCC budget in the ITS budget request. Senate Bill 3158 provided a lump sum authority-to-spend budget for the WCC of \$50 million and provided the ability to escalate that budget amount based on money being made available through federal grants or other sources. Additionally, the appropriation provided 4 permanent time-limited positions, which are currently established, and authority to escalate 5 more positions to be defined by the Commission.

Chairman Epps wants to provide information to the WCC on how much funding they currently have, the source of those funds, and information regarding future sources of funding. Commission members need this information as they meet with state and local government entities.

The next meeting will be April 3, 2008, at 1:30 p.m. in the MDOT Auditorium. The meeting adjourned at 2:10 p.m.